

Electronic Transmittal of BNL Publications

Introduction

The Information Services Division's (ISD) Publications Services Section has always submitted paper copies of BNL publications, in compliance with Department of Energy (DOE) Order 1430.1, to DOE's Office of Scientific and Technical Information (OSTI). Now DOE is requesting electronic submissions of BNL publications in addition to paper. Paper copies must be submitted to ISD as usual for review and approval. When the document is approved for release, departments will be notified and asked to transmit the electronic file per the attached instructions.

ISD Publications Services will accept the document in a single file in **PDF** (Portable Document Format) format via **FTP** (File Transfer Protocol). To convert the document to **PDF**, you will need to purchase and install **Adobe Acrobat 3.01** which is available from CCD Software Store for \$37.00 via an Intra-Laboratory Requisition (ILR). Adobe Acrobat 3.01 software includes the following programs to help you with your conversion:

- **Acrobat Reader** - read and proofread the document.
- **Acrobat Distiller** - translates the text file to a PDF file.
- **Acrobat Exchange** - a PDF editing program that allows you to add/delete pages, create internal links, print PDF files, etc.

The department/division is responsible for providing a clean, valid PDF file and transmitting it to ISD according to the attached instructions. It is not the responsibility of Publications Services to correct file conversion errors.

If it is not possible to convert the document to a single PDF file, ISD will scan the document, convert it to PDF, and FTP it to the ISD repository. Departments/Divisions will be charged for these services at the usual rates. Please contact Publications Services if you will not be transmitting the document electronically to arrange for these services.

Instructions for Electronic Transmittal of Publications Wordperfect

1. ISD will notify you that the paper copy of the document has been reviewed and approved for release and that they are ready to receive the electronic file.

Publications Services will inform the STI Contact by email that ISD is ready to receive the document via FTP. The email message will contain the BNL Report Number, title, and a unique tracking number. The unique tracking number will be the filename, with the extension pdf in lowercase, used by the STI Contact when the file is transmitted e.g.: *123456.pdf*. The BNL Report Number must be included in the document when it is FTP'd to ISD.

2. Preparing the document for conversion to PDF

Ensure that the entire document is available in an electronic format for conversion to PDF. The document will probably be in one or more electronic formats such as Word, Wordperfect, Excel, etc. Once all files for a given document have been located, follow these steps for each file that makes up the document:

- Choose Open from the File menu of your word processing program. Double click on the file you wish to open.
- Click on Printer Setup.
- Select **AAcrobat PDFWrite 3.0"** to print.
- If you have **only one** electronic file to convert, name it, *xxxxx.pdf* where *xxxxx* is the unique tracking number. For **multiple files**, name each file in the sequence in which it would appear in the original document. For example: First file name, *part1.pdf*; second file name, *part2.pdf*; third file name, *part3.pdf*, etc.
- Click OK.
- The title information dialog box appears. Fill in the information as required.

Note: if you have only one file, the file is now converted to PDF. Remember the directory you saved your file in. It will be needed when you use ftp. **Proceed to step 4.**

3. Combining Multiple PDF Files and Converting to a Single File

Multiple PDF files are combined into a single PDF file by using the Insert Page feature of **Acrobat Exchange**. Click on Start, Programs, Adobe Acrobat, then Adobe Exchange to open the program. Follow these steps for each of the files named *part1.pdf* through *partn.pdf*:

- Choose Open from the File menu.
- Choose the first file in the sequence [e.g.: *part1.pdf*]. Double click to open it.
- Choose Insert Pages from the Document menu.
- Choose the next file in the sequence [e.g.: *part2.pdf*]. Double click to open it.
- The Insert dialog box appears.
- Under the Location heading, click on Before or After.
- Under the Page heading, click on either First, Last, or Page (indicate the page number).
- Click OK.

When you are done, choose **Save As** and name file *xxxxx.pdf* where *xxxxx* is the unique tracking number provided by ISD. Remember the directory you saved your file in. It will be needed when you use ftp.

Instructions for Electronic Transmittal of Publications - Wordperfect (continued)

4. Transferring the PDF File via FTP

From Windows 95, follow these steps:

Note: Everything you type should be in lowercase.

- Click on Start, Run, then type: ftp ftp.tid.bnl.gov and press return (ret)
- At the User (codex.tid.bnl.gov: (none)): prompt, type: anonymous (ret)
- At the Password: prompt, type: your e-mail address for a password (ret) What you type will not appear on the screen.
- At the ftp> prompt, type: cd pub (ret)
- At the ftp> prompt, type: cd xx (ret) where xx = your 2-letter Dept code ie: rc = rhic
- At the ftp> prompt, type: bin (ret)
- At the ftp> prompt, type: put c:\<directory name>\xxxxx.pdf (ret) [xxxxx is the unique tracking number]
- At the ftp> prompt, type: dir (ret) [the file you sent should be listed]
- At the ftp> prompt, type: quit (ret)

A sample ftp session is included here. What you type is underlined.

```
Connected to codex.tid.bnl.gov.
220 codex.tid.bnl.gov FTP server (UNIX(r) System V Release 4.0) ready.
User (codex.tid.bnl.gov:(none)): anonymous
331 Guest login ok, send ident as password.
Password: name@bnl.gov (what you type is not seen on the screen)
230 Guest login ok, access restrictions apply.
ftp> cd pub
250 CWD command successful.
ftp> cd rc
250 CWD command successful.
ftp> bin
200 Type set to I.
ftp> put c:\<directory name>\xxxxx.pdf
200 PORT command successful.
150 Binary data connection for xxxxx.pdf (130.199.72.41,1553).
226 Transfer complete.
927 bytes sent in 0.00 seconds (927000.00 Kbytes/sec)
ftp> dir
200 PORT command successful.
150 ASCII data connection for /bin/ls (130.199.72.41,1553) (0 bytes).
Total 2
-rw-r--r--  1 ftp      ftp      ### <Date>  <Time>  <xxxxx.pdf>
226 Transfer complete.
ftp> quit
220 Goodbye
```

Instructions for Electronic Transmittal of Publications - Wordperfect (continued)

From a Macintosh, follow these steps:

Note: Ftp on the Macintosh is done via a shareware program called Fetch (3.0.3 is the latest Version). **Everything you type should be in lowercase.**

- Double click on the Fetch application to open
- On the menu bar, under “Customize”, choose “New Shortcut”
- Fill in the following information:

Shortcut: ISD Pubs

Host: <ftp.tid.bnl.gov>

User ID: anonymous

Password: your email address

Directory: pub

Click OK

- On the menu bar, under “File”, go to “Open Shortcut”, choose “ISD Pubs”
- Double click on the 2-letter department folder
- “Put” your .xxxxx.pdf file into the folder

For help in using Adobe Acrobat or FTP, contact your Department’s Systems Support person or call the CCD PCRC hot line at extension 5444. For help in naming files or questions about these procedures, call ISD Publications Services at extension 3484 or 7860.